



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Confidentiality Contract

All information about Fairfax County clients and volunteers is confidential and should not be discussed with others except in cases of potential or real danger. Any volunteer may be subject to warnings or possible immediate dismissal for breach of this conduct.

1. Protect any personal information you learn about a client the same way you would want your private information protected in a hospital. If you've ever been a patient, you have probably assumed the medical staff would keep your information private. This includes your health and treatment information, but may also include your financial, psychological, insurance, and possibly legal situation as well as that of your family members. Client information includes all of this and more.
 2. Don't share any client's name or situation with family members or friends.
 3. Don't discuss client names or situations in public or where it could be overheard by others.
 4. Keep all client information and materials in a secure location. Do not copy or remove any client information from a Fairfax County building.
 5. Don't discuss any client or their situation with anyone in the media. Refer any and all media inquiries to your supervisor.
 6. If you have any issues or concerns about clients, their information, or confidentiality, immediately discuss these with your supervisor. A breach of confidentiality is grounds for termination or personal liability.
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